

Chapter 1. GENERAL

Section 1. INTRODUCTION

1-1-1. PURPOSE

This order prescribes procedures used to obtain, format, and disseminate information on unanticipated or temporary changes to components of or hazards in the National Airspace System (NAS) until the associated aeronautical charts and related publications have been amended. The NOTAM system is not intended to be used to advertise data already published or charted.

1-1-2. DISTRIBUTION

This order is distributed to selected offices in Washington headquarters, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and air traffic field offices and facilities.

1-1-3. CANCELLATION

FAAO 7930.2F, Notices to Airmen (NOTAM'S) dated 2/29/96, and Changes, are canceled.

1-1-4. EXPLANATION OF CHANGES

The significant changes to the basic order will be published and included in the Explanation of Change page(s). It is advisable to retain the page(s) throughout the duration of the basic order. If further information is desired, direct questions through the appropriate facility/region staff to ATP-320.

1-1-5. REVISIONS

The contents of this order will be periodically reviewed and updated, as required by NADIN GENOT's and order changes. Suggestions for revision should be forwarded through the regional Air Traffic divisions to the Flight Service Procedures Branch, ATP-320.

1-1-6. EFFECTIVE DATE

a. This order is effective February 24, 2000.

b. This order and its changes are scheduled to be published to coincide with AIRAC dates. The effective dates will be:

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
Change 1	2/24/00	8/10/00
Change 2	8/10/00	1/25/01
Change 3	1/25/01	7/12/01
7930.2H	7/12/01	2/21/02

c. Facilities shall notify regional distribution officers if orders or changes are not received at least 30 days prior to effective dates.

Section 2. SCOPE

1-2-1. POLICY

Air Traffic personnel assigned to facilities that collect and/or disseminate NOTAM's shall be familiar with the provisions of this order that pertain to their operational responsibilities.

1-2-2. PROCEDURAL APPLICATIONS

Apply the procedures in this order except when other procedures are contained in a letter of agreement or other appropriate FAA documents, provided they only supplement this order and that any standards they

specify are not less than those in this order. FAAO 7210.3, Facility Operation and Administration, contains administrative procedures for developing and executing those letters and documents.

1-2-3. AVOIDANCE OF DUPLICATION

Prior to issuing a NOTAM on any NOTAM criteria data, check all appropriate charts and publications to assure the information does not duplicate or fall within the published data. Do not issue a NOTAM on information that duplicates or falls within published data.

Section 3. RESPONSIBILITIES

1-3-1. AIR TRAFFIC

a. All Air Traffic employees, regardless of position, shall immediately report any situation or condition considered hazardous to flight to an air traffic facility for appropriate action.

NOTE-

Situations that present an immediate hazard should be reported to the ATC facility most concerned, other situations should be reported on a first priority basis to the flight service station.

b. Air Traffic personnel shall accept all airmen information regardless of source or subject matter, provided the occurrence is no more than 3 days in the future. Obtain the name, title (if appropriate), address, and telephone number of the person furnishing the information and forward all data to the appropriate tie-in FSS.

NOTE-

Forwarding the NOTAM data to the tie-in FSS does not relieve the forwarding facility from the responsibility of coordinating the information with other affected ATC facilities.

c. FSS specialists are responsible for the classification, accuracy, format, dissemination, and cancellation of NOTAM information. FSS personnel receiving NOTAM information that requires action by another FSS shall forward the information to that FSS for appropriate action.

d. Air Traffic Divisions are responsible for:

1. Supervising the collection and the dissemination of NOTAM information within their regions.
2. Originating FDC NOTAM's on events that create special hazards to airmen, such as the Rose Bowl, the Kentucky Derby, the Indianapolis 500, and other events that may cause airspace congestion or significant modifications to ATC procedures.
3. Assigning tie-in FSS's.

e. The Aeronautical Information Service, ATA-110, has the responsibility to ensure that data submitted complies with the policies, criteria, and formats contained in this order. This ATA-100 responsibility is delegated to the National Flight Data Center (NFDC), ATA-110. The operational compliance function is executed by the United States NOTAM Office (USNOF), ATT-134. When operational personnel of the USNOF judge that NOTAM information submitted

is not in compliance with the criteria or procedures as prescribed, they shall call this to the attention of the transmitting FSS. The FSS shall review the information, and if it is still deemed appropriate for NOTAM, the NOTAM shall remain in the system. USNOF will forward unresolved issues to ATP-320 for clarification and further action.

NOTE-

The FSS should cite the specific order para that supports the NOTAM issued.

REFERENCE-

United States NOTAM Office Relationships, FAAO 7930.2, para 4-1-2.

f. The U.S. NOTAM Office, ATT-134, along with the National Flight Data Center, ATA-110, is responsible for:

1. Issuing FDC NOTAM's and NOTAM D's pertaining to changes to DP's and STAR's.
2. Operating the NOTAM system.
3. Managing the agency's aeronautical information data base.
4. Collecting, validating, and disseminating data for use by the charting and publication entities of FAA, government, and industry.

1-3-2. AIRWAY FACILITIES SERVICE

The AF sector manager, or representative, is responsible for:

- a. Initiating NOTAM information for shutdown, restoration, or any condition that affects the operations of NAVAID's, frequencies, or other electronic aids that affect safety of flight. This includes forwarding data of programmed changes in the NAS, such as frequency changes, commissioning/decommissioning, etc.
- b. Coordinating with appropriate AT facilities prior to shutdown or changes that affect safety of flight.

NOTE-

1. AF personnel are expected to submit approval requests for routine maintenance shutdowns sufficiently in advance to assure that approval will be received with ample time for issuance of a NOTAM 5 hours before a shutdown will occur.

2. Routine shutdowns of air traffic system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

1-3-3. OFFICE OF AIRPORT SAFETY AND STANDARDS

The Office of Airport Safety and Standards is responsible for enforcing the airport management responsibilities as outlined in the CFR.

REFERENCE-

FAAO 5010.4 and 14 CFR Parts 139 and 157.

1-3-4. OFFICE OF AVIATION SYSTEM STANDARDS AND FLIGHT STANDARDS SERVICE

Aviation System Standards National Field Office (AVN), Flight Inspection Area Office (FIAO) personnel, along with Flight Standards personnel, identify those conditions involving safety of flights which require the issuance of FDC NOTAM's. FDC NOTAM's are normally issued by the FIAO and include revisions to airways structures and instrument procedures. Other NOTAM's normally issued by the FIAO or National Flight Procedures Office (NFPO) may

include restrictive NOTAM's concerning radio aids to navigation, Departure Procedures (DP's) and Standard Terminal Arrival Routes (STAR's).

REFERENCE-

FAAO 8260.19, *Flight Procedures and Airspace*.

1-3-5. OFFICE OF CIVIL AVIATION SECURITY

The Office of Civil Aviation Security initiates requests for the establishment of temporary flight restrictions required by hijack situations. These requests are normally made to the ATD's; however, these requests may be made directly to Air Traffic facilities.

1-3-6. AIRPORT MANAGEMENT

Specific airport management responsibilities are outlined in 14 CFR Parts 139 and 157. Airport managers are required to abide by applicable provisions of these and pertinent regulations regardless of application of any procedure in this order.

Section 4. TERMS OF REFERENCE

1-4-1. WORD MEANINGS

As used in this order, the following have the meaning shown:

- a. "Shall" means a procedure is mandatory.
- b. "Should" means a procedure is recommended.
- c. "May" or "need not" means a procedure is optional.
- d. "Will" indicates futurity, not a requirement for application of a procedure.
- e. Singular words include the plural.
- f. Plural words include the singular.
- g. Miles means nautical miles unless otherwise stated.
- h. Times means UTC unless otherwise stated.
- i. "LABS" means FSS LABS facilities.
- j. "CFR" means Code of Federal Regulations.

1-4-2. NOTES

Statements of fact of an introductory or explanatory nature and relating to the use of directive material have been identified and worded as NOTE.

1-4-3. REFERENCES

When another paragraph of this order is referenced in the text, the referenced paragraph number will be printed out in full. When a paragraph is referenced in a Reference subparagraph, the referenced paragraph's title, followed by its number, will be printed in regular type. When other documents and directives are referenced in a Reference subparagraph, the document/directive and the paragraph number will be printed in regular type.

1-4-4. MANUAL CHANGES

When revised, reprinted, or additional pages are issued, they will be marked as follows:

- a. Each revised or additional page will show the change number and effective date of the change.
- b. Vertical lines in the margin of the text will mark the location of substantive procedural, operational, or

policy changes; i.e., when material which affects the performance of duty is added, revised, or deleted.

1-4-5. DEFINITIONS

The terms used in this order and the definitions assigned them for use in the air traffic control system, except as defined below, are contained in the Pilot/Controller Glossary. The Pilot/Controller Glossary is maintained and published in FAAO 7110.10, Flight Services; FAAO 7110.65, Air Traffic Control; and the Aeronautical Information Manual (AIM).

a. **ACCOUNTABILITY LOCATION.** This is the location identifier of the location in the NOTAM computer that keeps track of the NOTAM numbering.

b. **AERONAUTICAL INFORMATION.** Any information concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard) of the National Airspace System. This information is published and/or disseminated by means of aeronautical charts, publications, and/or NOTAM's.

c. **AIRPORT OPERATING CERTIFICATE.** A certificate issued by the FAA, pursuant to 14 CFR Part 139, to airports serving or expected to serve scheduled air carrier operations in aircraft with a seating capacity of more than thirty passengers. These airports are maintained and operated in accordance with an Airport Certification Manual (ACM) prepared by airport management and approved by the FAA.

d. **ALASKA SUPPLEMENT.** See Supplement.

e. **CENTER AREA NOTAM (CAN).** CAN's are NOTAM's issued on airway changes, temporary flight restrictions (TFR's) and laser light activity that fall within an ARTCC's airspace. CAN's will be issued in the FDC format by the USNOF.

f. **CERTIFICATED AIRPORT.** An airport certificated under 14 CFR Part 139. These airports are so indicated in the Airport/Facility Directory.

g. **CHART SUPPLEMENT.** See Supplement.

h. **LIMITED AIRPORT OPERATING CERTIFICATE.** A certificate issued by the FAA, pursuant to 14 CFR Part 139, to airports serving or expected to serve only unscheduled air carrier operations in aircraft with seating capacity of more than thirty passengers. These airports are maintained and operated in accordance with Airport Certification Specification (ACS).

i. NOTAM D. A notice distributed by means of telecommunications containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

j. PACIFIC CHART SUPPLEMENT. See Supplement.

k. SUPPLEMENT (Alaska, Pacific).

1. Alaska. This chart supplement is a joint civil-military flight information publication designed for use with other flight information publications, enroute charts, Alaska Terminal publication, USAF TACAN charts covering Alaska and portions of southwestern and northwestern Canada, World Aeronautical Charts, and sectional aeronautical charts. The Supplement contains an Airport/Facility Directory of all airports (including certificated (14 CFR Part 139) airports shown on enroute charts and those required by

appropriate agencies), communications data, navigational facilities, special notices, and procedures applicable to the area of chart coverage.

2. Pacific. This chart supplement is a civil flight information publication, designed for use with flight information publications, enroute charts and the sectional aeronautical chart covering the State of Hawaii and that area of Pacific served by U.S. facilities. The Supplement contains an Airport/Facility Directory of all airports (including certificated (14 CFR Part 139) airports open to the public and those requested by appropriate agencies), communications data, navigational facilities, special notices and procedures applicable to the Pacific area.

1. TIE-IN STATION. A flight service station designated to provide prescribed services for civil, military, national and international facilities; e.g., NOTAM purposes and flight information messages.

NOTE-

Facilities shall avoid duplication of published data.